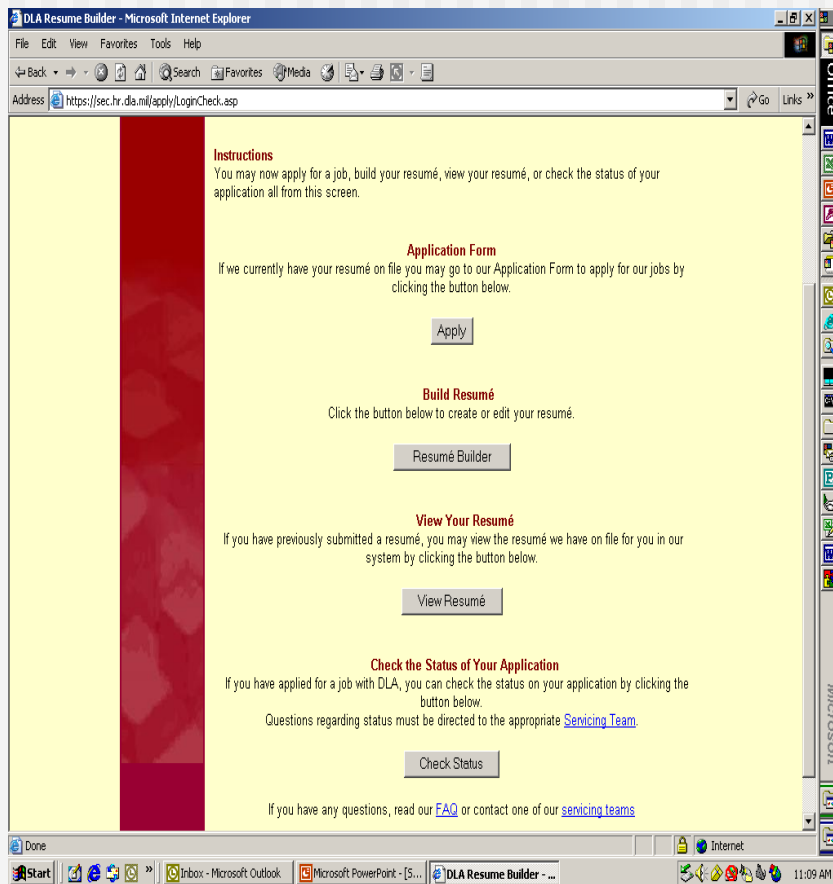


Creating an Electronic Resume



- You must have a valid electronic resume on file before you can apply for vacancies. To create your electronic resume, click on the Resume Builder button from the main options screen. Be sure to read the Frequently Asked Questions (FAQ) before building your resume.

DLA Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://sec.hr.dla.mil/apply/BuildResume.asp> Go Links

PERSONAL INFORMATION

Last Name:

First Name:

Middle Name:

Social Security Number:

Home Phone: ()

Work Phone: () Ext

Email Address:

Street Address:

City:

State:

Zip/Postal Code:

Country (if not US):

US Citizen?

Selective Service Registration Completed? (Required of male applicants born after 12-31-59)

WORK HISTORY

Click this button to add Work History to your resume

EDUCATION

Highest Secondary education completed.

Year of High School Graduation or GED (if applicable)

Done Internet

Start Inbox - Microsoft Outlook Microsoft PowerPoint - [S...] DLA Resume Builder - ... 11:15 AM

The initial section of the resume builder will obtain your personal information (name, address, telephone numbers, etc.)

When you have completed your resume, click on the Submit Resume to DLA button at the bottom of the page. If you cannot complete your resume click on the Save but do not Submit button at the bottom of the page. You can reenter the program at a later time to complete the resume and submission process.

DLA Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: <https://sec.hr.dla.mil/apply/BuildResume.asp>

Warning! Do not use your browser's back button
Use either the 'Cancel' or 'Submit' button
at the bottom of the screen only!

Add Employment Information

Employer:

City:

State:

Country: (If not USA)

Supervisor's Name:

Supervisor's Phone:

Job Title:

*Pay Plan: ☐ *Only if Federal job.

*Series: ☐ *Only if Federal job.

*Grade: ☐ *Only if Federal job.

From:

To:

Is this your current job? ☐ Yes ☒ No

Hours Per Week:

Description of Duties and Accomplishments:

Text only allowed! Any HTML is removed from the block when processed.

Start Microsoft Outlook Microsoft PowerPoint - [S... DLA Resume Builder - ... 10:44 AM

- To add your Work Experience/History:

Click on the “Add Work History” button. Upon clicking this button, you will be presented with additional data fields to complete such as dates of employment and a field to type your duties and accomplishments. If your work history is your present employer, you will use the current date for the to date of employment and respond yes to the question, “Is this is your current employer?” Once you have completed filling in the data fields, you will click on the “submit” button to save this work history.

To add additional periods of related employment, click on the “Add Work History” button again and repeat the process for each of your related employment periods.

DIA Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://sec.hr.dia.mil/apply/BuildResume.asp> Go Links

WORK HISTORY

Add Work History Click this button to add Work History to your resume

EDUCATION

Pick One Highest Secondary education completed

N/A Year of High School Graduation or GED (if applicable)

Add Education Click this button to add College Education to your resume

Additional Information

Typing (Words Per Minute) 0

Dictation (Words Per Minute) 0

SPECIALIZED TRAINING: List any Training courses that you have completed and consider valuable and relevant to your career goals. Include dates (MM/YYYY format), title, length of training and training provider.

LICENSES/CERTIFICATES: List CURRENT professional licenses and certificates. Provide date and place certified. You may also list any trade school's attended and indicate license/degree or diploma's you have received. Indicate date of attendance and hours.

Done Internet

Start Inbox - Microsoft Outlook Microsoft PowerPoint - [S...] DIA Resume Builder - ... 10:45 AM

- To add your Education:
First respond to the questions regarding your highest secondary level education and year of graduation (if applicable). To add college education click on the “Add Education” button. Upon clicking this button, you will be presented with additional data fields to complete. Upon completion of the data, click on submit to save the education. To add additional periods of education, click on the “Add Education” button again and repeat the process for each period of education.

Additional Information:
Complete each of the additional information blocks as applicable.

- If you do not wish to submit the resume, you may click on the “Save but do not submit resume” button at the bottom of the page. To submit your resume, follow the instruction in the training section for Submitting your Resume. You will not be able to apply for vacancies until your resume is submitted.